

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Dept. Of Agriculture		9. Position No.	10. Budget Program Number 046 / 68000		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position)			
3. Division Laboratories		12. Proposed Class Title Senior Administrative Assistant			
4. Section Administration	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
------	-------	-----------------

Audra K. Gile	Laboratory Director	K0220511
----------------------	----------------------------	-----------------

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
------	-------	-----------------

Audra K. Gile	Laboratory Director	K0220511
----------------------	----------------------------	-----------------

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) This employee is provided wide latitude in completing assigned tasks. Considerable independent judgment is expected as work is reviewed on a periodic basis for completion and conformance to standard procedures.
- b) Broad guidance is provided regarding desired results and the incumbent is expected to display initiative and determination to accomplish each specific task. Generally, the more technical the task, the more detail will be provided to assure satisfactory completion.
- c) Most of the assignments are received verbally or via e-mail. Some tasks are performed repeatedly on a routine schedule that the incumbent is expected to organize and maintain.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. 20%	Functions as the receptionist for the Division. Duties include: a) greeting visitors; b) answering, directing telephone calls via four (4) line telephone system; c) maintaining program forms and other standard documents in paper and/or electronic formats; d) creating UPS shipping and RS labels as needed; e) assisting in the preparation and monitoring of purchase requisitions; f) filing including sample results, case files, invoices, etc.; g) ordering, stocking, and maintaining general office supplies; h) copying laboratory results for reporting as needed.
2.15%	Maintains status as the primary sample custodian of all pesticide samples. This involves maintaining all aspects of sample custody according to established protocol including sample documentation and statistics, receipt, logs, storage, reporting, disposal and transfer. This also includes sample data entry and preparation of case files and final reports.
3.45%	Assists the Laboratory Director and Quality Assurance Manager during the development, implementation, and maintenance of a laboratory quality system that meets the criteria for ISO/IEC 17025:2005 accreditation. This includes providing assistance with the creation of a variety of quality-related laboratory documents and maintaining those documents using document control software. It also includes physical creation and assembly of controlled copies of the Quality Manual and other documents, as well as dissemination of current or new-version quality-related documents and controlled laboratory forms to the appropriate staff members under the direction of the Quality Assurance Manager.
4.15%	Assists the Quality Assurance Manager in fulfilling the reporting requirements for the Kansas ISO/IEC 17025:2005 Laboratory Accreditation for Manufactured Food Testing Project Plan grant.
5.5%	Perform other duties as assigned.

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

N/A

-
23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Generally, errors will cause a loss of efficiency. However, failure to maintain pesticide sample chain-of-custody procedures would compromise any potential regulatory action taken by the agency. The incumbent must be capable of maintaining confidentiality with regard to laboratory results and regulated entities. It is essential that all contacts with the general public and other regulatory officials be handled efficiently and courteously.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts are made with program and agency staff regarding laboratory or agency operations and laboratory results. Less frequent contacts are made with the general public, stakeholders, vendors, and other state and Federal agencies.

-
25. What hazards, risks or discomforts exist on the job or in the work environment?

Hazards and risks associated with the use of toxic chemicals by co-workers are associated with this position.

-
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily: Personal computer, printer, photocopier, facsimile machine, scanner, 4-line phone system.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Graduation from high school or equivalent and three (3) years of experience in clerical or office support work.

Education or Training - Special or professional

N/A

License, certificates and registrations

N/A

Special knowledge, skills and abilities

Knowledge of business English including grammar, spelling, and punctuation. Knowledge of modern office equipment, practices and procedures. Competency using Microsoft Word, Excel, Access, and Outlook. Ability to type accurately. Ability to set up and type copy in a variety of formats (such as narrative, manuscripts, business correspondence, statistical tables, etc.). Ability to proof and edit rough copy for grammar, spelling, syntax, and style. Ability to calculate solutions to arithmetic problems involving addition, subtraction, multiplication, division and percentages. Ability to communicate in a concise and effective manner, both orally and in writing. Ability to compose a general business letter. Ability to read and comprehend written materials. Ability to accurately record, file and transmit information. Capacity to exercise tact, patience, and discretion in communicating and dealing with people of varying backgrounds and temperament.

Experience - Length in years and kind

Three (3) years of experience in clerical or office support work. Education may be substituted for experience as deemed relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

N/A

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date